

Absence Management

Overview of applicable policies

Subject	Description	Applicable policies	Additional comments	Activities in Atlas HRMS e-Services
Absence Management (Policy on Leave Recording and Management)	Policy on the recording and management of absence, including roles, responsibilities and procedures.	UNFPA		Apply for, approve and track leave.
Annual leave and home leave	Policy on the eligibility, accrual and use of annual leave and home leave.	UNDP	A pop-up screen requesting a username and password might open when you click on the link. Close the popup (click on “cancel”) and the website will open automatically.	Request for and approve leave. Atlas HRMS e-Services also provides overviews of leave balance and leave taken per staff member.
Sick leave	Administrative Instruction and forms on sick leave.	UNDP		Add sick leave (certified and uncertified) in Atlas
Maternity Leave	Eligibility, entitlement, duration and procedures for leave for a period of time before and after giving birth, to prepare for and recover from the medical aspects of delivery, and to facilitate mother-child bonding.	UNDP	A pop-up screen requesting a username and password might open when you click on the link. Close the popup (click on “cancel”) and the website will open automatically.	Request for and approve leave. Atlas HRMS e-Services also provides overviews of leave taken per staff member

Paternity Leave	Eligibility, entitlement, duration and procedures for leave to allow the father to provide support to the mother and child, as well as bond and provide care after the birth of the child.	UNDP	A pop-up screen requesting a username and password might open when you click on the link. Close the popup (click on “cancel”) and the website will open automatically.	Request for and approve leave. Atlas HRMS e-Services also provides overviews of leave taken per staff member
Adoption Leave	Eligibility, entitlement, duration and procedures of leave to allow an eligible staff member a period of time for bonding and taking care of a child following his/her adoption.	UNDP	A pop-up screen requesting a username and password might open when you click on the link. Close the popup (click on “cancel”) and the website will open automatically.	
Special Leave Without Pay	Eligibility, applicability and procedures for special leave without pay.	UNDP	Fill in the SLWOP form and attach to request in Atlas HRMS eServices. The form can be found on the PPM.	Request for and approve leave. Atlas HRMS e-Services also provides overviews of leave taken per staff member
Special leave with full or partial pay	Policy on the exceptional cases in which special leave with full or partial pay is granted.	UNDP		